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MEMORANDUM FOR:

Historical Staff

SUBJECT:

History of CIA Office of Personnel

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1. In accordance with the recent informal request of [REDACTED] of your office, we have reviewed our records for answers to the following questions:

a. From January to September 1946, CIG had no independent means of acquiring employees and therefore had no need of a personnel office other than some sort of liaison with the State, War and Navy departments which were to furnish personnel by allotment. What was the actual CIG personnel organization (if any) during this time, and what did it do?

b. After the hiring and firing power had been conceded by the NIA to the Director (generally speaking after September 5) a more or less full-scale personnel operation seems to have been attempted. How was it organized and what did it principally attempt to do during the next year (i.e. up to about the time when the Group became the Agency)?


2. The official records have produced little of assistance except the attached organizational chart which very briefly describes the functions of the personnel organization subsequent to September 1946. Additional information obtained through interviews with individuals who were with the Agency during the period is summarized as follows:

a. CIG was established in accordance with the President's Letter dated 22 January 1946. There was established in CIG a Personnel and Administrative Branch which was charged with the responsibility of developing an organization. The Strategic Services Unit, subdivided on an "overt-covert" basis, was still in existence. The overt side, roughly equivalent to the present Office of Research and Reports, was transferred to the State Department, but the covert element remained to assist in the organization of CIG and to carry on CIG field activities. A small classification unit in SSU worked on position descriptions for the CIG Table of Organization in collaboration with the Personnel and Administrative Branch, CIG, and was subsequently transferred to that Branch. The positions thus described were directed to the U. S. Civil Service Commission for allocation under the Classification Act of 1923, as amended.

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b. There was no appreciable outside recruiting during the early stages (January to September of 1946) since the directive establishing CIG provided for the transfer of personnel and facilities from the Departments of State, War, and Navy. Therefore, early recruitment amounted to inter-agency procurement rather than outside recruiting. Some individuals were brought into the Group from the ranks of OSS (individually) by direct interview and negotiation with the head of the Personnel and Administrative Division, but this still approximated an inter-agency transaction. Certain other units of CIG were obtained intact through transfers from other organizations. Prior to September, 1946, no formal recruitment or procurement section existed.

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George E. Meloon
Deputy Assistant Director
for Personnel

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